

Selection Process

The process may include a panel interview and other related test components. Successful completion of a reference check, fingerprint check and medical evaluation are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Connect with Us!



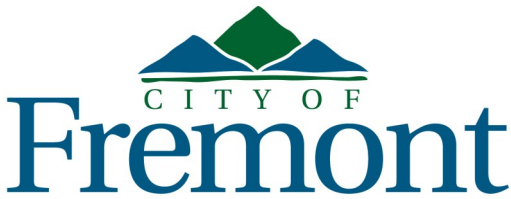
Contact the City

Phone: (510) 494-4660
Website: www.fremont.gov/employment

Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

14HS03

Posted: 03/05/14



Invites Your
Interest In The
Position Of

**Bilingual Case Manager
Family Resource Center**



Do you enjoy interacting with youth and families to help enrich their lives? Are you able to use your creative skills in collaboration with a team of dedicated professionals to come up with innovative solutions for your clients? If this sounds like you, then the Family Resource Center (FRC) Division of the Human Services Department may be the place for you!

The recruitment will remain open until filled and may close without notice. Interested candidates are encouraged to apply as soon as possible.

YOUR FUTURE IS IN FREMONT

Fremont, a City on the Move!

Recently ranked second on the “Best Run Cities in America” list by *24/7 Wall St.* and America’s third “Sharpest, Smartest City” by *Reader’s Digest*, the City of Fremont is a city continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents.

As a full service city, Fremont employs over 830 regular employees and has an annual operating budget of \$149.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

The Position

Under direction, the Case Manager will perform professional and clinical social work with individual adults, adolescents, and/or families to assist them to obtain health, financial and social services. As a member of the Human Services Department, this position reports to the FRC Clinical Supervisor, or her designee, and is characterized by the responsibility to provide assessments, and develop and implement case management plans. In order to perform some assessment responsibilities, the Case Manager may be required to conduct site visits to client homes.

Examples of Duties

- ◆ Manage a caseload of clients.
- ◆ Conduct comprehensive client assessments to develop appropriate service plan.
- ◆ Assist client to develop support systems to maintain independent living, self-sufficiency and family stabilization.
- ◆ Provide crisis intervention.
- ◆ Collaborate with team members and other FRC and community agencies.
- ◆ Make home visits and provide other community interventions as needed.
- ◆ Conduct inter-agency and/or family conferences.
- ◆ Provide supportive counseling and advocacy for clients.
- ◆ Monitor services provided to each client.
- ◆ Maintain timely documentation of services, reporting, and billing.
- ◆ Make public presentations.
- ◆ Prepare and present training and educational programs and publicity materials.
- ◆ Prepare written and statistical technical reports.
- ◆ Supervise interns in graduate and undergraduate programs placed at the FRC.



Education and Experience

Requires completion of a Master’s Degree from an accredited school in: social work, psychology, counseling, sociology, nursing, or related field, and two years of case management experience working with families.

Possession of a valid Class C California Driver License is required.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the positions will be invited to test.

Ideal Candidate

Qualified candidates will have considerable knowledge of the principles and practices of social services provided to families, including interviewing, diagnostic assessment, service plan development, service coordination, and care monitoring. Other qualifications include excellent English communication skills, the ability to work in a multi-disciplinary team setting, and familiarity with word processing, spreadsheet, and electronic charting programs.

Bilingual fluency in Farsi, Spanish or Punjabi is highly desirable.

Compensation and Benefits

The annual salary is \$62,782 - \$76,305 depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit*

- ◆ Classic Employees - 2% @ 60 benefit
- ◆ New Employees - 2 % @ 62 benefit
- ◆ Required PERS contributions vary by plan. All required contributions are tax deferred.
- ◆ Cafeteria Benefits Plan for employees/dependents includes \$1,521 monthly for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.
- ◆ \$300/month licensure stipend for LCSW, LMFT, PHN and/or Licensed Psychologist.

A complete benefits summary can be found at Fremont.gov or by using this link:

Benefit Summary

This position is represented by the Fremont Association of City Employees (FACE) bargaining unit. The probationary period for this position is six (6) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

Application Instructions

To be considered for this position, submit a **completed City application, supplemental questionnaire, cover letter, and resume:**

- ◆ Through our online application system at www.fremont.gov/apply; or
- ◆ Our Public Kiosk in the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The recruitment will remain open until filled and may close without notice. Interested candidates are encouraged to apply as soon as possible.



SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this Supplemental Questionnaire is required for your application to be considered for the Case Manager position and is an integral part of the examination process.

This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the position of Case Manager.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

QUESTIONS:

1. How many years of professional, full-time experience do you have providing case management services to children and their families?

- Less than 1 year
- 1-2 years
- 3 or more years

2. Do you possess a Master's degree in psychology, social work, counseling, sociology, nursing, or comparable field?

- Yes
- No

3. Do you possess bilingual fluency in Farsi?

- Yes
- No

4. Do you possess bilingual fluency in Spanish, Chinese, Punjabi, or another common language spoken here?

- Yes
- No